

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 1990***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: FRIENDS OF THE LIBRARY  
ADMINISTRATIVE ASSISTANT**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide administrative, clerical, secretarial, and other support functions to the Friends of the Library organization.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Gathers information for annual membership drive; prepares and mails information.

Provides Friends of the Library information for monthly calendar; mails calendar.

Arranges facilities for meetings and special functions, including booksales, holiday party and Annual Dinner; assists with invitations and menus for special events; writes acknowledgment letters.

Inputs and maintains various computer databases; maintains financial records, including depositing funds, writing checks, balancing accounts and maintaining receipts and disbursements; produces report on booksale.

Prepares room and equipment for Executive Council meeting; attends monthly Executive Council meeting; maintains all Executive Council records, including minutes, agendas and treasurer's report; documents attendance; compiles and mails minutes and agenda of Executive Council meetings to all council members.

Assists Community Relations Coordinator with publicity for the Friends of the Library; informs the Director of all Friends of the Library activities; maintains membership in the Friends of the Library U.S.A.

Produces newsletter by gathering information, taking photographs, overseeing layout and printing.

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Liberal Arts, Social Sciences or related area, supplemented by one (1) to three (3) years previous administrative experience and/or training in a public or private organization that includes computer experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks requires the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.